

Workplace Safety and Health Committee Checklist

Formation & Structure:	
<input type="checkbox"/>	Establish a committee if the workplace has 20 or more workers
<input type="checkbox"/>	4-12 members consisting of worker and employer representation. Worker members selected by union (or by workers if no union); employer members selected by the employer
<input type="checkbox"/>	Minimum ½ the members must represent workers
<input type="checkbox"/>	Appoint two co-chairs: one worker representative, chosen by worker members, and one employer representative, chosen by employer members
<input type="checkbox"/>	Develop and/or review the committee's rules of procedure to set expectations and conduct
<input type="checkbox"/>	Members serve a two-year term unless otherwise specified by their union. Members can continue to hold their position until reappointed or re-elected

Duties of Co-Chairs:	
<input type="checkbox"/>	Alternate leading meetings
<input type="checkbox"/>	Before each meeting, prepare agenda and distribute the previous minutes in advance so members can prepare
<input type="checkbox"/>	Participate in investigations of incidents, dangerous occurrences, work refusals, serious incidents, and assist the employer in preparing investigation reports; if co-chairs are unavailable, a designate may be selected to participate
<input type="checkbox"/>	Assist Workplace Safety and Health Officer during any inspection or investigation
<input type="checkbox"/>	Call special meetings for urgent matters (e.g., serious incidents, work refusals)

Duties of All Members:	
<input type="checkbox"/>	Receive and follow up on concerns, complaints, and other safety matters while maintaining confidentiality
<input type="checkbox"/>	Help to identify workplace hazards and risks
<input type="checkbox"/>	Assist the employer to develop, promote, and follow-up on safety measures to protect workers
<input type="checkbox"/>	Co-operate with Workplace Safety and Health Officers
<input type="checkbox"/>	Assist with developing and evaluating training, education, and safety awareness programs
<input type="checkbox"/>	Make recommendations to employers or prime contractors for safety improvements
<input type="checkbox"/>	Inspect the workplace at least quarterly, including the facility, equipment, PPE, and work processes, prior to each meeting
<input type="checkbox"/>	Maintain records of concerns, complaints and other matters regarding safety and health
<input type="checkbox"/>	Carry out duties as outlined in the Workplace Safety and Health Act and Regulations

Meetings:	
<input type="checkbox"/>	Quorum achieved at each meeting: half worker members and half employer members present for decision-making purposes
<input type="checkbox"/>	Meet at least once every 3 months to discuss safety and health matters
<input type="checkbox"/>	Members must be given a minimum of 3 days' notice before each meeting
<input type="checkbox"/>	Review old business and completed workplace inspection results
<input type="checkbox"/>	Guests may attend if invited by the entire committee

Minutes:	
<input type="checkbox"/>	Minutes recorded for every meeting, including attendance, location, date/time, date of next meeting, topics discussed, and action items with responsible person and completion date
<input type="checkbox"/>	Minutes must be signed by both co-chairs
<input type="checkbox"/>	Copies of minutes provided to members and posted on bulletin board within 7 days
<input type="checkbox"/>	Minutes kept on file for 10 years

Safety and Health Bulletin Board:	
<input type="checkbox"/>	Located in a visible, accessible area
<input type="checkbox"/>	Names and terms of all committee members posted
<input type="checkbox"/>	Latest meeting minutes posted within 7 days
<input type="checkbox"/>	Upcoming meeting schedule posted
<input type="checkbox"/>	Agenda for each meeting posted
<input type="checkbox"/>	Any reports from Workplace Safety and Health posted

Safety and Health Training:	
<input type="checkbox"/>	All members trained to fulfill duties
<input type="checkbox"/>	Each member is entitled to 16 hours (or total hours worked during two shifts) of training per year
<input type="checkbox"/>	MASH courses available that would be beneficial to members include, but are not limited to: <ul style="list-style-type: none"> • Workplace Safety and Health Committee and Worker Representative • Hazard Identification and Risk Control (HIRC) • Incident Investigations
<input type="checkbox"/>	Other relevant courses may be selected and agreed upon by committee members based on workplace needs

Meeting Tips:	
<ul style="list-style-type: none"> • Start all meetings on time • Review agenda before meeting starts • Assign a member to record minutes • Start with outstanding issues, then proceed through agenda • If an agenda item is taking more time, schedule a special meeting to further discuss • When reviewing inspection or incident reports, look for patterns or trends • Identify who will be responsible for follow-up on recommendations and when • Ensure all members have a chance to express their views during meetings 	

Prepared by MASH - Manitoba Association for Safety in Healthcare Inc.

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